

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6264

TITLE: PRINT SHOP OPERATOR II

GRADE: S-15

DEFINITION:

Under general supervision, operates and ensures maintenance of offset presses, both digital and analog printing and reproduction equipment, a process camera, a film processor, a platemaker, a plate processor, and a variety of other printing, reproduction and bindery equipment; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is journey-level skilled printing, binding, and reproduction work.

ILLUSTRATIVE DUTIES:

Operates offset presses, copiers, duplicators, or scanners to produce a variety of printed materials, such as forms, cards and reports;
Lays out and plans work in accordance with written and oral instructions;
Sets up and adjusts presses;
Replaces parts and makes minor repairs;
Cleans and lubricates presses;
Mixes and dilutes inks and chemicals;
Regulates flow of ink to rollers;
Adjusts water and ink rollers for proper operation;
Operates process camera and film processor;
Prepares line negatives and halftone negatives, and prepares goldenrods through stripping procedures;
Prepares plates for printing;
Selects proper paper stock in storage and transports it to press or xerographic area as needed;
Prices and records completed job assignments;
Performs hand-collating and binding as needed;
Packages completed work into appropriate shipping cartons or other packaging and prepares for shipment or pick-up.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of offset printing equipment and operations;
Knowledge of copying, duplicating, and scanning equipment and operations;
Knowledge of the mechanical and chemical principles, methods and techniques involved in offset printing;
Knowledge of paper stocks and typeface characteristics;
Knowledge of printing services and procedures;
Skill in producing printed materials on offset presses;
Skill in operating a variety of reproduction equipment efficiently;
Ability to follow written and oral instructions;
Ability to establish and maintain good working relationships with others.

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EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:
Graduation from high school or a G. E. D. issued by a state department of education; PLUS
Three years of experience in printing services, including two years of experience in the operation and maintenance of offset printing equipment.

CERTIFICATES AND LICENSES REQUIRED:

None.

REVISED: July 18, 1997